

# BUSINESS MANAGEMENT & ENTREPRENEURSHIP

Student Should Only Purchase Books & Supplies  
WHEN Requested by the Instructor.

Jun 19 2017 subject to change without notification

## ACCOUNTING SERVICES

➤ 1050 HOURS

## MEDICAL OFFICE

➤ 1050 HOURS

## EXECUTIVE ADMINISTRATIVE ASSISTANT

➤ 1050 HOURS

## ENTREPRENEURSHIP

➤ 1050 HOURS

ITEM	APPROX COST	ACCOUNTING SERVICES	EXECUTIVE ADMINISTRATIVE	MEDICAL OFFICE	ENTREPRENEURSHIP
<b>CAN BE PURCHASED AT AUTRY</b>					
College Accounting Chapters 1-12 (Optional) ISBN #9781305863385	171.00	X	X		X
Practical PC, 7th Ed. (Optional) ISBN #9781285077307	100.00	X	X	X	
Microsoft Word 2016 Comprehensive (Optional) ISBN #97813058701014	193.00	X	X	X	X
Microsoft Excel 2016 Comprehensive (Optional) ISBN #9781305870727	193.00	X	X	X	X
Microsoft Power Point 2016 Introductory (Optional) ISBN #9781305870796	99.00	X	X		
Microsoft Access 2016 Comprehensive (Optional) ISBN #9781305870635	159.00	X	X		

# Student Should Only Purchase Books & Supplies - CONTINUED

WHEN Requested by the Instructor.

ITEM	APPROX COST	ACCOUNTING SERVICES	EXECUTIVE ADMINISTRATIVE	MEDICAL OFFICE	ENTREPRENEURSHIP
Integrated Business Projects, 3rd Edition (Optional) ISBN #9780538731096	78.00		X		
Computerized Medical Office Procedures, 4th Edition (Optional) ISBN #9781455726202	168.00			X	
Payroll Accounting 2017 ISBN #9781591369486	242.00	X			X
Administrative Assistant's & Secretary's Handbook, 5th Edition ISBN #9780814433522	33.00		X		
QuickBooks Pro 2015 ISBN #9781591367794	92.00	X	X		X
Getting Started in the Computerized Medical Office: Fundamentals and Practice, 2nd Ed., Textbook & Workbook ISBN # 97801111658120	193.00			X	
Step-by-Step Medical Coding, Text & Workbook ISBN # 9780323497176	107.00			X	
Insurance Handbook for the Medical Office + Text + Workbook + Virtual Medical Office w/Access Card, 14th Edition ISBN # 9780323481854	160.00			X	
Medical Terminology and Anatomy for ICD-10 Coding ISBN # 9780323260176	72.00			X	
Electronic Health Record, 3rd Edition ISBN # 978007340214	154.00			X	
2017 ICD-IOSTD/16HCPSTD/CPT-16STD ISBN # 9780323475723	203.00			X	